

**Army Nurse Corps
Long Term Health Education and Training
Guidelines
for
Active Duty Army Nurse Corps Officers
(June 2007 LTHET Selection Board)**



Academic Year 2008

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Before You Begin:

This version of the academic year 2008 guidelines is tailored for the *active duty* Army Nurse Corps officer applying for long term health education and training. If you are a civilian Registered Nurse or U.S. Army Reserve Component officer, please refer to the guidelines for the *Civilian and Reserve Component Officer Applicant*.

These guidelines are designed to use in a number of different formats to meet the needs of Army Nurses around the globe. The page numbers to the right on this table of contents serve as a guide if printing and using as a hard copy document. Each of the page numbers is also hyperlinked to its corresponding section within the document for viewing electronically.

If you have downloaded this document and are viewing it in Microsoft Word, place your mouse over the page you would like to view, hold the control key and simultaneously press the left mouse button. To return to the table of contents without scrolling back to the top of the document use the hyperlink in the footer of this document or, ensure the web toolbar is open on your desktop then click the blue “back” button (arrow pointing to the left). If you have opened this document directly from the web, you should be able to click on each of the page number links without using the control button function mentioned above.

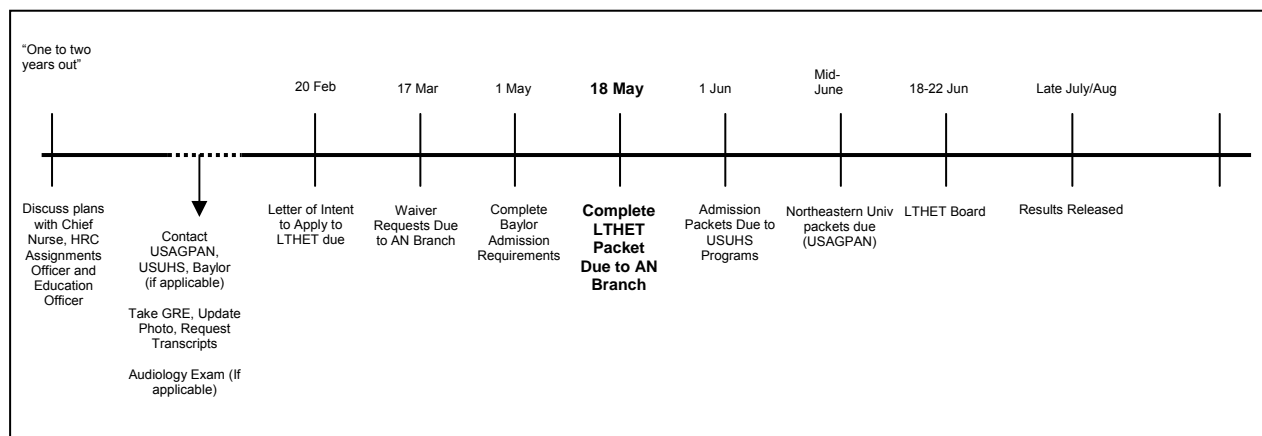
All forms were created in Microsoft Word with text boxes and tables to give you the option of filling in the information and printing directly from these guidelines or to cut and paste into another document as needed.

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Introduction

Congratulations on your plan to apply for long term health education and training. The application process is rigorous and time consuming; it is recommended you start early. Please read the application guidelines carefully as there are some significant changes from last year's guidelines. Use the following timeline as a guide as you complete the application process:



Points of Contact

Prospective applicants are not expected to complete the LTHET application process alone. Use the list of names and addresses below to seek assistance with the process.

Army Nurse Corps Branch

LTC Kevin T. Galloway
kevin.galloway@us.army.mil

(703) 325-2398
 (DSN): 221-2398
 (DSN): 221-2392 Fax

Ms Cynthia Smith
cynthia.smith1@us.army.mil

(703)325-2331
 (DSN): 221-2331

MAILING ADDRESS:
 Commander, Human Resources Command
 ATTN: AHRC-OPH-AN (ATTN: Education Officer)
 Room 9N47
 200 Stovall Street
 Alexandria, VA 22332-0417

Army-Baylor University Graduate Program in Health and Business Administration

Ms. Rene Pryor
Rene.Pryor@cen.amedd.army.mil

(210) 221-6443
(DSN): 471-6443
FAX (210) 221-8041

Commander, US AMEDD Center and School
Bldg 2841, ATTN: MCCS-HFB (Rene Pryor)
3151 Scott Road, Building 2841, Suite 1411
Fort Sam Houston, TX 78234-6135

Website: www.baylor.edu/graduate/mha

Northeastern University (NU)

Christine Long, Project Coordinator for the US Army Graduate Program in Anesthesia Nursing
Northeastern University
103 Robinson
360 Huntington Ave
Boston, MA 02115
(617) 373-3124 (Office)
c.long@neu.edu

Website: <http://www.bouve.neu.edu/programs/usagpan.html>

Application: <http://www.northeastern.edu/neuhome/index.html> (under construction)

Uniformed Services University of the Health Sciences Graduate School of Nursing

Ms. Terry Malavakis, Programs Team Leader	(301) 295-1055
MAJ Sandra McNaughton, Deputy Director, FNP Program	(301) 295-1089
COL Linda Wanzer, Director, Perioperative Nursing Program	(301) 295-1507
LTC Bruce Schoneboom, Director, Nurse Anesthesia Program	(301) 295-1180

Or

Lt Col Adrienne Hartgerink	(301) 295-1199
Karen Elbertson, PhD, Program Director, PhD Program in Nursing Science	(301) 295-1142

Website: <http://cim.usuhs.mil/gsn/>

Areas of Study

A list of specialties that the Army Nurse Corps supports as areas of study along with the length of the program and associated active duty service obligation (ADSO) is provided below. An officer can expect utilization assignments in research, clinical practice, management, education and staff roles commiserate with the degree obtained following graduation.

<u>Specialty</u>	<u>Length of Program</u>	<u>ADSO</u>
Critical Care CNS	21 months	4 years
Emergency/Trauma CNS	21 months	4 years
Maternal Child CNS	21 months	4 years
Medical Surgical CNS	21 months	4 years
Nursing Administration*	21 months	4 years
Nursing Informatics	21 months	4 years
Nursing Education	21 months	4 years
Psychiatric/Mental Health Nurse Practitioner	21 months	4 years
Midwifery	24 months	4 years
Public Health/Community Health	24 months	4 years
Family Nurse Practitioner	24 months	4 years
Perioperative CNS	24 months	4 years
Baylor Health and Business Administration	24 months	4 years
Anesthesia Nursing	30 months	4.5 years
Ph.D. Nursing	36 months	5 years
Ph.D. Sciences (CRNAs Only)	48 months	6 years

***Officers interested in applying for Nursing Administration programs are presently being directed to the Baylor Health and Business Administration program.**

The Graduate Programs in Anesthesia Nursing

There are two programs in Anesthesia Nursing: the U.S. Army Graduate Program in Anesthesia Nursing (the Army Program) located at Fort Sam Houston, Texas and the Uniformed Services University of the Health Sciences Graduate School of Nursing Nurse Anesthesia Program (the USUHS Program). All applicants must apply to the U.S. Army Graduate Program in Anesthesia Nursing (the Army Program) located at Fort Sam Houston, Texas. If desired, applicants may also apply to the USUHS program. If an applicant applies to both programs, they must rank order their preference in the statement of goals and objectives. The Army Nurse Corps will direct selected candidates to the Army program or the USUHS program as deemed in the best interest of the AMEDD and the applicant.

a. U.S. ARMY GRADUATE PROGRAM IN ANESTHESIA NURSING.

1) The U.S. Army Graduate Program in Anesthesia Nursing is a fully accredited 30-month course leading to a Master of Science in Nursing (MSN) degree from Northeastern University. The Army program is accredited by the Council on Accreditation of Nurse Anesthesia Educational Programs. Graduates are eligible to take the national Certification Examination for Nurse Anesthetists (CENA).

2) Phase I of the program consists of 51 weeks of classroom instruction at the AMEDDC&S, Fort Sam Houston, Texas. Phase II is 73 weeks in duration and is conducted at select Army Medical Treatment Facilities (MTFs) affiliated with DOD, VA, and private sector hospitals. An MSN is awarded upon successful completion of Phase II and a research manuscript.

b. UNIFORMED SERVICES UNIVERSITY OF THE HEALTH SCIENCES (USUHS) NURSE ANESTHESIA PROGRAM.

1) The USUHS Program is a fully accredited 30-month course of study leading to a MSN degree. The USUHS Program is fully accredited by the Council on Accreditation of Nurse Anesthesia Educational Programs. Graduates are eligible to take the CENA. The program is open to commissioned officers in the U.S. Army, U.S. Navy, U.S. Air Force, and U.S. Public Health Service.

2) Phase I of the program consists of 52 weeks of classroom instruction at the USUHS campus in Bethesda, Maryland. Phase II consists of 73 weeks of classroom instruction and clinical practice at DOD, Public Health Service, VA, and private sector hospitals throughout the United States. Army students are usually assigned to Walter Reed Army Medical Center, but may be assigned to any of the University's primary clinical training sites. A MSN degree is awarded upon successful completion of Phase II and a scholarly research project.

Additional Information for Applicants for the CRNA MSN Completion Option:

BSN-prepared CRNAs who do not possess master's degrees in anesthesia nursing may apply for a limited number of seats in the U.S. Army Graduate Program in Anesthesia Nursing. The applicant must complete the entire Program, Phase I and Phase II in order to be awarded the MSN degree. Documentation establishing the applicant as a Certified Registered Nurse Anesthetist (CRNA) must accompany the application to Northeastern University and AN Branch, Human Resources Command (HRC).

Ph.D. Programs

a. Preparation at the doctoral level is designed to prepare field grade officers to assume research leadership positions that contribute to nursing knowledge. Applicants should have demonstrated potential to conduct research, high quality professional nursing skills, leadership and administrative ability, potential for positions of increased responsibility and authority, activity in professional organizations, writing abilities, and publication in professional journals.

b. The intent is to fund officers to obtain a Ph.D., not a Doctorate of Nursing Science (DNS or DNSc), a Doctorate of Nursing Practice (DNP), a Nursing Doctorate (ND), a Doctorate of Education (Ed.D.) or degrees other than the Ph.D.

c. Because the Nurse Corps values the learning environment afforded by face-to-face interaction with faculty mentors and colleagues, officers will not be funded to attend programs that only offer on-line coursework.

d. Selection of AN officers to attend doctoral programs is based upon positions validated as requiring doctoral preparation, availability of training spaces, and the “best qualified” applicants.

e. The Uniformed Services University of the Health Sciences debuted a Ph.D. in Nursing program in the fall 2003. The DOD funds the USUHS Ph.D. program. Applicants have the option of applying to the USUHS program or pursuing doctoral studies at a civilian institution.

f. Officers are required to complete their coursework and research dissertation defense in three years. In making follow-on utilization assignments, every attempt will be made to assign officers to one of the four Research Cells located at Walter Reed Army Medical Center, Brooke Army Medical Center, Madigan Army Medical Center, or Tripler Army Medical Center. Other assignments, depending upon the experience and rank of the officer as well as the needs of the Corps, could include Performance Improvement at MEDCENs without a Research Cell and larger MEDDACs; Staff Officer, Center for Health Promotion and Preventive Medicine; Director, Office of Research Protection, U. S. A. Medical Research and Materiel Command; Chief, Department of Nursing Science, AMEDD Academy of Health Sciences; Chief of Evidence-Based Practice, USAMEDCOM, or the Executive Director of the TriService Nursing Research Program.

g. The Army Nurse Corps needs nurse anesthetists who are interested in pursuing a Ph.D. in neurophysiology, pharmacology, education and neuroscience. The Uniformed Services University of the Health Sciences has several programs in the basic sciences that specialize in these areas. Information is available at www.usuhs.mil/geo. All CRNAs who are interested in doctoral studies should contact LTC Galloway at HRC AN Branch to obtain additional information.

The Army-Baylor University Graduate Program in Health and Business Administration

The Baylor program involves a one-year didactic phase at the AMEDD Center and School followed by a one-year residency at a MEDDAC, MEDCEN or other selected site as agreed upon by the program director and HRC representatives. Graduates of the program are awarded a

Master of Health Administration (MHA) degree . Officers attending the Baylor program are also eligible to apply for the joint MHA/Master of Business Administration (MBA) program. Officers selected for the joint MHA/MBA program will take an additional 21 academic hours over the course of the didactic and residency phases. Information is available at <http://www.baylor.edu/graduate/mha/splash.php>.

The Family Nurse Practitioner Program

All officers wishing to pursue a MSN degree as a Family Nurse Practitioner will attend the USUHS program. The FNP program is a 24-month, full time program. Classes are held at the USUHS campus in Bethesda, MD. Didactic content is reinforced with clinical practice hours performed in both civilian and military agencies with experienced nurse practitioner and physician preceptors. A scholarly research project is required for graduation.

The Perioperative Nursing Program

All officers pursuing a MSN degree with a perioperative nursing focus will attend the USUHS program. The Perioperative Clinical Nurse Specialist program is 24 months of full-time combined didactic and clinical experiences with a minimum of 500 clinical practice hours primarily conducted in military facilities. A scholarly research project is required for graduation.

Tuition

The Army Medical Department Center and School is responsible for paying the tuition for Army Nurse Corps officers assigned to civilian schools to pursue a graduate education. The tuition cap is currently \$12,000 per year. Students are required to attend programs in a state that offers in-state tuition rates to military students and/or that fall within the tuition cap. Students are not authorized to use personal funds to pay any part of their tuition and fees above the tuition cap while attending an Army fully funded program. Officers are eligible for an annual allowance for books; however, the allowance usually does not cover the entire amount, so officers should anticipate some out of pocket costs.

The Department of the Army funds Nurse Corps officers attending graduate studies in the Army Anesthesia and Baylor Health and Business Administration Programs. The Department of Defense funds Nurse Corps officers attending USUHS programs. Officers attending these programs do not pay tuition.

All officers attending LTHET will receive all pay and benefits while in school, regardless of the program.

Program Selection Guidance

Because the Nurse Corps values the learning environment afforded by face-to-face interaction with faculty mentors and colleagues, officers will not be funded to attend programs that only offer on-line coursework. The expectation is that ANC officers attending civilian programs will obtain academic credits in the classroom setting only. Care must be taken to select a program that offers academic credits in the classroom setting for all course work.

In general, officers applying for clinical masters will be directed to programs within their AOC/ASI assigned specialties. For instance, a 66B Community Health Nurse applying for a clinical masters will be directed to Public/Community Health Masters programs. Please refer any questions regarding this policy to your Career Manager at AN Branch.

Applicants selected for Family Nurse Practitioner and Perioperative Nursing programs must attend the Uniformed Services University of the Health Sciences (USUHS).

Applicants interested in applying for Nursing Administration Masters degrees will be directed to the Army Baylor University Graduate Program in Healthcare and Business Administration.

Eligibility Criteria

Officers wishing to apply for LTHET must meet the following criteria. Officers who wish to apply for LTHET but do not meet these criteria may submit a waiver. The format for the waiver request is new this year and can be found at [Appendix A](#). **Waiver requests are due to AN Branch no later than 17 Mar 07.**

a. Career Status. Officer must be in a Regular Army (RA) status NLT the LTHET board convening date. Officers who do not meet this requirement must submit a waiver request. If the waiver is approved, the officer must be a RA officer prior to the start of school.

b. Time in Service: Officers must have a minimum of 2 years time in service (as an AN officer) of prior to attending graduate education programs. The Army Nurse Corps Life Cycle Model (Active Army) indicates that the most appropriate time for officers to attend LTHET is at the company and field grade level between years six and sixteen.

c. Prior Service: Officers with more than 17 years AFS are not precluded from LTHET programs; however, they must apply for a waiver. All applicants must be able to complete their education ADSO before their mandatory retirement date.

d. Active Duty Service Obligation: Officers must satisfy any previously incurred ADSO for civilian or military education prior to the start of LTHET unless a waiver is granted. If a waiver is granted, the officer's previous ADSO is added to the incurred LTHET ADSO. Payback for an education ADSO cannot occur while an officer is in school. The LTHET ADSO and the remainder of the previously incurred ADSO will begin at graduation from LTHET. Education ADSOs cannot be served concurrently.

e. Promotion Status: Officers in a non-select promotion status are ineligible for graduate education programs. An officer who is selected for school and is later non-select for promotion will be removed from the school select list. Officers who are in school and then non-select for promotion (primary zone) may be removed from school.

f. Military Education:

1) All applicants must complete the AMEDD Captain's Career Course (ACCC), formerly the Officer Advanced Course (OAC), prior to starting LTHET. Officers who have not completed ACCC prior to the LTHET application deadline must request a waiver stating his/her status in reference to completion of ACCC Phases I and II and the plan for completing ACCC prior to school start.

2) Majors who apply for LTHET must complete Intermediate Level Education (ILE) before their program start date. Applicants who have not completed ILE before the application deadline must request a waiver stating his/her status in reference to ILE completion and the plan for completing prior to school start.

3) Your Chief Nurse must initial the waiver request, which indicates their understanding that you must complete ACCC Phase II or ILE prior to the start of school.

g. Time on Station: Officers in a CONUS assignment should have at least 24 months time on station prior to the date required to PCS to LTHET. Officers in OCONUS assignments must complete their overseas tour before entry into LTHET (36 months for Europe, Hawaii and Alaska; 12 months for unaccompanied Korea tours; 24 months for command sponsored Korea tours)

h. Medical Fitness:

1) The physical profile serial system, is based on the function of body systems and their relation to military duties. (AR 40-501, Chapter 7-3) The system is designed to grade the functions of various organs, systems and integral parts of the body in order to deliver a clear picture of a soldier's ability to perform his or her duties. Functional capacity is graded on a scale of 1 to 4. An individual having a numerical designation of "1" under all factors is considered to possess a high level of medical fitness. A profile containing one or more numerical designators of "3" signifies that the individual has one or more medical conditions or physical defects that may require significant limitations.

2) Officers with the a "3" profile in any one or more functional area must provide written documentation that they have been both medically cleared for retention on active duty and are fit for deployment.

3) Officers who become non-deployable because of a permanent "3" profile or have an MEB/PEB initiated prior to the start of school may not start LTHET programs. Additionally, officers who become non-deployable or have an MEB/PEB initiated prior to the completion of LTHET may be removed from school.

i. Additional eligibility criteria for anesthesia applicants:

1) All applicants to the U.S. Army Graduate Program in Anesthesia Nursing and the USUHS Nurse Anesthesia Program must meet audiometric hearing H1 standards for enlistment/appointment as described in AR 40-501. Specifically, the audiometric hearing threshold level for each ear must be no more than 25 dB at 500, 1000, 2000 Hz with no individual level greater than 30 dB. Additionally, that at 4000 Hz the audiometric hearing threshold level must not be over 45 dB. Waivers for anesthesia hearing standards must be reviewed by both an audiologist and the Chief, Anesthesia/Chief, Nursing Anesthesia to determine if available hearing assistance devices will enable the applicant to practice as a nurse anesthetist.

2) Best qualified applicants possess clinical experience in critical care. Highly qualified applicants selected without critical care experience will be managed on a case-by-case basis **to ensure they obtain clinical experience in selected critical care competencies** including electrocardiograph monitoring; dysrhythmia recognition; hemodynamic monitoring; and arterial blood gas interpretation. Advanced Cardiac Life Support certification is highly encouraged but does not substitute for bedside clinical experience in critical care. Applicants must provide a statement of how they plan to prepare and obtain the critical care competencies. Applicants who have critical care experience within the last five years but do not carry the 8A skill identifier must submit proof of competency in critical care nursing skills through the Pre-Enrollment Verification of Clinical Competencies checklist. The checklist can be found at [Appendix B](#). Applicants who do not have critical care experience should plan to spend at least three months in a critical care setting at a major medical center such as Brooke Army Medical Center or Walter Reed Army Medical Center prior to the LTHET start date.

j. Additional eligibility criteria for PhD applicants:

1) Applicants should have a master's degree in nursing from an accredited program recognized by the US Secretary of Education and acceptable to the Department of the Army. AN officers who have a non-nursing master's degree may apply if they hold a BSN from an accredited program and are accepted by a doctoral program that meets the needs of the ANC.

2) Applicants should hold the rank of Major or be on the current list for promotion to Major.

k. Additional eligibility criteria for Army-Baylor Health and Business Administration applicants:

1) Cumulative 2.9 undergraduate grade point average on a 4.0 scale or a GPA of 3.0 on a 4.0 scale based on last 60 hours of undergraduate work.

2) Applicants may take the GRE or the GMAT for admission into the Baylor MHA program (note, GMAT scores are **not** accepted by the LTHET board)

3) The minimum GRE score (total Verbal and Quantitative scores only) is 1050.

4) The minimum GMAT scores for the MHA program is 525.

5) Applicants interested in the joint MHA/MBA program must take the GMAT and score a minimum of 575. (Again, because the LTHET board does not accept the GMAT, applicants interested in the joint MHA/MBA program must take **both** tests.)

Application Documents

The following documents are common to all LTHET applications, regardless of program of study:

a. **Letter of Intent to Apply.** A letter of intent to apply must be submitted by each applicant through the officer's Chief Nurse to AN Branch. Letters of intent may be submitted at any time. The deadline for submission is **20 Feb 2007**. A template for the letter of intent can be found at [Appendix C](#).

b. **Application Checklist.** A complete, signed checklist should accompany all applications. Program checklists follow as Appendices D through I. **Completed applications are due to AN branch no later than 18 May 2007.**

c. **DA 3838, Application for Professional Training:** The DA 3838 is an administrative document that is required of all Army officers requesting training in short and long courses. Do not forget to sign the form. Instructions for completing the form can be found at [Appendix J](#).

d. **Army Nurse Corps LTHET Application:** This form is designed to assist us in processing your LTHET packet. A copy of the form along with instructions for completing it can be found at [Appendix K](#).

e. **Statement of Professional Goals.** This memorandum provides you an opportunity to address the board to articulate your goals and objectives as well as your qualifications as an officer ready to pursue graduate studies. The statement of professional goals should be written in memorandum format in accordance with standards outlined in AR 25-50, Preparing and Managing Correspondence. Clearly state your primary and secondary request for graduate studies in the first paragraph. Paragraph two should address what makes you a qualified applicant. Do not restate information that is readily available to the board on your Officer Record Brief (ORB) or curriculum vitae (CV) such as a list of jobs and assignments. Address any issues that the board may have questions about such as low GRE scores or a low GPA in paragraph three. Identify short and long term goals in paragraph four. A sample letter to include the appropriate header information is included at [Appendix L](#).

f. **Deputy Commander for Nursing (DCN) Letter of Recommendation:**

1) The format for this letter of recommendation can be found at [Appendix M](#). The DCN's letter of recommendation should highlight an officers' accomplishments, level of performance, potential for advancement, and clearly state the chief nurse's intent for the officer's selection. The narrative section of the letter should not repeat information available to the board from the applicant's ORB and OERS. The chief nurse must clearly state whether the officer is recommended or not recommended for graduate work.

2) DCNs should return this letter directly to AN Branch. Letters may be faxed to 703-325-2392 or mailed to Commander, Human Resources Command, AHRC-OPH-AN (ATTN: Education Officer), Room 9N47, 200 Stovall Street, Alexandria, VA 22332-0417. Scanned copies or letters signed electronically may be submitted via e-mail to kevin.galloway@us.army.mil.

3) Nurses assigned to duty at ROTC and USAREC must obtain a letter from the chief nurses of their respective organization. Do not submit letters from brigade commanders, battalion commanders or other third parties.

4) Nurses who are deployed at the time the LTHET application is due may obtain their letter of recommendation from their TOE Chief Nurse. However, officers are required to coordinate with their TDA Chief Nurse regarding their LTHET application.

g. Curriculum Vitae: A sample format is included as [Appendix N](#).

h. Height/Weight/APFT statement: The Company Commander is responsible for producing the height/weight/APFT statement. (A Body Fat Percentage Worksheet must accompany the statement if you do not meet table height/weight screening standards). Use the format included as [Appendix O](#). Note: Nurses in command positions cannot sign their own height/weight/APFT statement. If you are currently serving as a company commander, you must have your commander sign this statement.

i. Photo: Review your on line photo at <https://isdrad15.hoffman.army.mil/dapmis/execute/ImageAcceptProlog> (or log on to AKO and select the DA Photo link at the right on your screen). This is the photo the board members will see during the board process. At a minimum, update your photo if it is greater than one year old or if you have had any major changes such as the addition of new awards or a promotion.

j. Transcripts:

1) Review the Education and Training section of your OMPF on line (log on to AKO and select the OMPF: Official Military Personnel File link at to the right of your screen). Ensure your transcripts from all universities where a degree was conferred are available on line. If your transcripts are not available on line, contact your college or university and request to have an official copy sent directly to AN Branch at AHRC-OPH-AN (ATTN: Education Officer), 200 Stovall Street, Alexandria, VA 22332. **Transcripts need to arrive at AN Branch NLT 18 May 2007 in order to be processed in time for the board.** (Note: If you have submitted transcripts to AN Branch in the past to have them added to your OMPF, you may contact your career manager, Ms. Cynthia Smith or LTC Galloway to see if an official copy is in your “hard copy” file before requesting another official copy from your college or university.)

2) Transcripts from colleges or universities you attended but where a degree was not conferred are not added to your OMPF but need to be available to the LTHET board. If you attended a college or university for one or more classes but did not earn a degree from that college or university, contact that school and request to have an official copy of your transcripts sent directly to AN Branch at AHRC-OPH-AN (ATTN: Education Officer), 200 Stovall Street, Alexandria, VA 22332. **Transcripts need to arrive at AN Branch NLT 18 May 2007 in order to be processed in time for the board.** (Note: If you have submitted transcripts to AN Branch in the past, you may contact your career manager, Ms. Cynthia Smith or LTC Galloway to see if an official copy is already on file before requesting another official copy from your college or university.)

k. GRE.

1) All applicants must submit an official GRE score taken within 5 years of the LTHET board. GRE dates that meet these criteria are June 2002-2007 for the 2008 academic year. Please note that as of October 2003, the Educational Testing Service (ETS) replaced the analytical test with an analytical writing section. ETS grades the analytical writing section on a scale of 0 (low) to 6 (high).

2) The minimum acceptable GRE score for graduate studies vary depending on the program(s) being applied for. For example:

Program	Verbal	Quantitative	Analytical Writing	Analytical (old test)
Baylor	1050 (Combined)		N/A	N/A
Ph.D.	500	500	3.5	500
MSN	400	400	3.0	400
CRNA	500	500	3.5	500

If you scored less than 1200 on the old GRE exam or 800 on the new GRE exam, you are highly encouraged to retake the GREs. The recommended GRE score for CRNA and Ph.D. applicants is 1500 (all three sections) on the old GRE exam or 1000 (verbal and quantitative sections) on the new GRE exam. Additionally, on the new GRE exam, a 3.5 or high on the analytic writing section is preferred.

3) GRE Competitiveness: Remember, you're competing against your peers. Even though a combined GRE score of 800 meets minimum requirements for some graduate school program selections, it may be less competitive for LTHET board selection. You are encouraged to prepare well for this test and re-test if needed to achieve a competitive score.

4) Have a copy of your GRE scores sent to Commander, HRC (Institution Code 5648, Nursing Code 0610). **GRE scores must arrive at HRC no later than 18 May 2007 in order to be considered by the LTHET board.**

Applicants applying to civilian MSN and PhD programs must also submit a list of at least three schools you are considering for attendance. Use the form included as [Appendix P](#) to submit this information. List the name of the school, the program(s) of study available at the institution, the estimated tuition rate per year and whether you are eligible for in state tuition. (Note that many schools will offer in-state tuition to military service members even if you are not a resident of that state. Call the schools you are interested in attending to determine if you are eligible for in-state or lower tuition rates.) You are not required to apply to any colleges or universities until after the board results are released.

Applicants applying to the Nursing Anesthesia program must also include the following documents:

a. Chief, Anesthesia Nursing Letter of Recommendation:

1) Applicants must be interviewed by an Anesthesia Nursing Phase II Director or the senior nurse anesthetist at their medical treatment facility. Phase II Directors are located at Walter Reed AMC, Washington, D.C.; Tripler AMC, Tripler, HI; William Beaumont AMC, El Paso, TX; Madigan AMC, Ft Lewis, WA; Dwight D. Eisenhower AMC, Ft Gordon, GA; Womack AMC, Ft. Bragg, NC; Brooke AMC, Ft Sam Houston, TX; and Darnall ACH, Ft Hood, TX. Applicants should take a copy of their GRE scores, transcripts, audiology examination results, ORB, last two OERs, and goals/objectives to the interview.

2) The purpose of the interview is to:

- Assess the applicant's clinical and academic preparation and potential for success in an anesthesia nursing program.
- Assess the prospective student's understanding of the role and functions of anesthesia nursing in the military.
- Advise the student on developing a plan to optimize preparation for graduate study.

3) A standard format for the Chief, Anesthesia Nursing letter of recommendation is included as [Appendix Q](#).

4) The Chief, Anesthesia Nursing should return this letter directly to AN Branch. Letters may be faxed to 703-325-2392 or mailed to Commander, Human Resources Command, AHRC-OPH-AN (ATTN: Education Manager), Room 9N47, 200 Stovall Street, Alexandria, VA 22332-0417. Scanned copies or letters signed electronically may be submitted via e-mail to kevin.galloway@us.army.mil.

b. Prerequisite Courses.

Northeastern (USAGPAN): Although it is not required for admission, recommends a Biochemistry Course and Statistics course.

USUHS: Applicants must show evidence of successful completion of undergraduate biochemistry or organic chemistry (preferred). Statistics is not a requirement for the Nurse Anesthesia Program at USUHS but is highly encouraged.

c. School Acceptance. Applicants for Anesthesia Nursing must obtain acceptance by either the Northeastern University or the Uniformed Services University of the Health Sciences (or both). The schools provide AN Branch with all applicants' acceptance status, so applicants are not required to submit additional documentation.

1) Application information for Northeastern University can be found at (a \$50.00 application fee is required):

<http://www.northeastern.edu/neuhome/index.html> (under construction).

2) Application information for the Uniformed Services University of the Health Sciences can be found at <http://cim.usuhs.mil/gsn>.

d. Audiometric Exam. Applicants must include documentation of a current audiometric exam with their application.

****REMEMBER:** In order to be programmed for LTHET attendance, applicants are required to be selected by the AMEDD LTHET Board AND granted admission to an acceptable university program.

Anesthesia: It is possible to be selected by the AMEDD LTHET board and not granted admission to one or both of the anesthesia programs (Northeastern and/or USUHS). Conversely, it is possible to granted admission to one or both of the anesthesia programs and not be selected by the AMEDD LTHET board.

Perioperative Nursing or Family Nurse Practitioner program must obtain acceptance by the Uniformed Services University of the Health Sciences (depending on the requested program of study) The schools provide AN Branch with all applicants' acceptance status, so applicants are not required to submit additional documentation. Application information for the Uniformed Services University of the Health Sciences can be found at <http://cim.usuhs.mil/gsn/>.

Army-Baylor program must obtain an admission assessment from Baylor University. To obtain an assessment, contact Ms. Rene Pryor at the AMEDD Center and School at 210-221-6443 or DSN 471-6443. Application information for the Army-Baylor University Graduate Program in Health and Business Administration can be found at www.baylor.edu/graduate/mha.

Nursing Administration applicants will be directed to the Army-Baylor University Graduate Program in Health and Business Administration.

Applicants applying for Ph.D. programs must also include the following documents:

a. Research Consultant Interview and Letter of Recommendation. Officers who apply for Ph.D. programs must interview with a Regional Research Consultant. (CRNAs applying for doctoral studies should interview with the program director at either the US Army Graduate Program in Anesthesia at Fort Sam Houston or USUHS.) The interview may be done telephonically or in person. The standard format for the research consultant interview is included as [Appendix R](#). A list of the regional research consultants and the nurse anesthesia program directors is included as [Appendix S](#). The Research Consult interview is designed to:

- 1) Assess the prospective student's perception of the role and function of the Ph.D. prepared AN officer.
- 2) Correct any misperceptions about the role and function of the Ph.D. prepared officer.
- 3) Counsel the prospective student about this career decision.

b. Writing sample: Ph.D. applicants must submit a writing sample. Published manuscripts in a refereed (peer reviewed) journal where the applicant is the primary or sole author are preferred.

Appendix A ('07) Waiver Application

Last Name: First Name:

Rank: SSN: - -

Type of waiver required (select box or boxes next to any/all waiver(s) required and complete additional information as needed for each waiver type). Only one waiver form per applicant is necessary. Please do not send a separate waiver form for each waiver request.

☐ **Career Status:**

- I am not in Regular Army (RA) status but have taken action to integrate into the regular Army and understand I must be RA before starting LTHET.

☐ **Time in Service** (Waiver needed if less than 2 years time in service as officer.)

- Number of months time in service as of June 2008:

☐ **Active Federal Service** (Waiver needed if more than 17 years AFS)

- Number of years/months active federal service as of June 2008:
- If you have a mandatory retirement date, list here:

☐ **Active Duty Service Obligation (ADSO)** (Waiver needed for any remaining educational ADSO)

- Number of months remaining on ADSO as of June 2008:

☐ **AMEDD Captain's Career Course** (Waiver needed if incomplete)

- I agree to complete ACCC prior to the start of school.
- Date enrolled Phase I: _____
- Plan for completing Phase II:

☐ **ILE** (Waiver needed if O-4 or higher in grade and incomplete)

- I agree to complete ILE prior to the start of school.
- Date enrolled: _____
- Current status (% complete): _____
- Plan for completing ILE:

☐ **Time on Station** (Waiver needed if less than 24 months time on station in CONUS or applying to leave before DEROS if OCONUS)

- Number of months time on station at the time of PCS for school:
- If OCONUS, what is your DEROS?
- If stationed in Korea, did you accept AIP?
☐ Yes ☐ No

Appendix A ('07) Waiver Application

Last Name: First Name:

Rank: SSN: - -

☐ **Permanent Profile**

- Do you have a P-3 Profile?
☐ Yes ☐ No
- If yes, have you undergone an MEB/PEB and been found fit for duty and deployable? (Provide written documentation with this waiver application)
☐ Yes ☐ No

☐ **Hearing** (Anesthesia Nursing Applicants Only)

- Are hearing assistance devices available to allow applicant to perform nurse anesthetist duties?
☐ Yes ☐ No

• Name of audiologist reviewing audiometric test results:

• Name of Chief, Anesthesia reviewing audiometric test results:

Signature, Chief Anesthesia

☐ **Critical Care Experience** (Anesthesia Candidates only)

☐ I have critical care experience within the last five years but do not carry the 8A identifier. A Critical Care Competency Checklist is attached.

☐ I am not an 8A and do not have critical care experience within the last 5 years. My plan to obtain critical care experience is:

☐ I am assigned to a medical center and plan to work in the ICU at my current duty station from

to

I understand that I must submit a copy of my completed critical care competency checklist to my selected university's nurse anesthesia program director on the first day of orientation. (Note: your planned time frame should be at least three months in duration.)

☐ I plan to work in the ICU at from

to

I understand that I must submit a copy of my completed critical care competency checklist to my selected university's nurse anesthesia program director on the first day of orientation. (Note: your planned time frame should be at least three months in duration.)

☐ **Rank** (Ph.D. candidates only – Waiver needed if not at least a promotable Captain)

Concur/Non-Concur:

Chief Nurse Signature (Date)

Applicant's Signature (Date)

Appendix B ('07)

Pre-Enrollment Verification of Clinical Competencies

TO BE COMPLETED BY THE INDIVIDUAL'S RN CLINICAL SUPERVISOR: The individual named below has demonstrated the knowledge and ability to perform the following nursing activities in the bedside care of critically ill patients and has performed each at least once in the preceding two years. The remainder of the competencies may be evaluated by either observation of direct patient care, return demonstration in a skills lab, or case study analysis.

NAME:	RANK:	AOC:	COMPO: USA ARNG USAR
ACTIVITY	INITIALS	DATE	
<i>CARDIOVASCULAR/HEMODYNAMIC:</i>			
1. Able to provide immediate and continual assessment and intervention to stabilize and manage patients with:			
a. Cardiogenic, hypovolemic and septic shock.			
b. Actual or potential life-threatening cardiac dysrhythmias (ventricular tachycardia, ventricular fibrillation, asystole, and complete heart block).			
2. Able to troubleshoot and manage the care of patients requiring the following devices/ interventions:			
a. Continuous EKG monitoring.			
b. Cardiac pacemaker (external, transvenous or permanent).			
c. Invasive arterial pressure monitoring.			
d. Central venous pressure monitoring.			
e. Pulmonary artery pressure monitoring and cardiac output determination.			
f. Fluid resuscitation			
3. Able to describe the indications, expected effects, side effects/adverse effects and demonstrate appropriate administration of the following:			
a. Inotropics (for example, Dopamine and Dobutamine).			
b. Vasodilators (for example, Nitroglycerine and Nitroprusside).			
c. Vasopressors (for example, Levophed or Neosynephrine).			
d. Antiarrhythmics (for example, Lidocaine or Procainamide).			
e. Advanced cardiac Life Support Drugs.			
SIGNATURE:		DATE:	

(Adapted from 8A Competency Checklist)

Appendix C
Letter of Intent to Apply

Name: _____ **Duty Location** _____

Last, First, Middle Initial

SSN: _____ **AOC:** _____

1. Current Mailing Address:

Street

City State Zip

Telephone Number (Work) Telephone Number (Home)

AKO Address: _____

2. List all former last names (used to match transcripts as they arrive):

3. Indicate the clinical track to which you are applying:

- ☐ Anesthesia
- ☐ Master of Science in Nursing (Select at least three and prioritize 1 – 3 in first column)

<input type="checkbox"/>	Critical Care CNS (Must be 66H8A)
<input type="checkbox"/>	Emergency/Trauma CNS (Must be 66HM5)
<input type="checkbox"/>	Maternal/Child CNS (Must be 66G)
<input type="checkbox"/>	Medical-Surgical CNS (Must be 66H)
<input type="checkbox"/>	Nursing Informatics
<input type="checkbox"/>	Nursing Education
<input type="checkbox"/>	Psychiatric/Mental Health Nurse Practitioner (Must be 66C)
<input type="checkbox"/>	Midwifery (Must be 66G)
<input type="checkbox"/>	Community/Public Health (Must be 66B)

- ☐ Family Nurse Practitioner
- ☐ Perioperative CNS (Must be 66E)
- ☐ Army Baylor Univ Graduate Program in Health and Business Administration
- ☐ Ph.D. in Nursing
- ☐ Ph.D. in Sciences (Must be 66F)

Chief Nurse Name

Chief Nurse Signature (DATE)

Applicant's Signature (DATE)

Appendix D Anesthesia Nursing Checklist

Step	Action Required	Suspense	Date Completed
1.	Meet with your Head Nurse/OIC to discuss your career plans, desire to apply for LTHET and plans to meet with Chief Nurse and Hospital Education.		
2.	Meet with your Hospital Education Officer. Discuss: <input type="checkbox"/> Career status <input type="checkbox"/> Any waivers required <input type="checkbox"/> Time in Service <input type="checkbox"/> DA photo <input type="checkbox"/> ADSO <input type="checkbox"/> Review OMPF <input type="checkbox"/> Promotion status <input type="checkbox"/> GREs <input type="checkbox"/> Military education <input type="checkbox"/> Applications to NU/USUHS <input type="checkbox"/> Physical fitness <input type="checkbox"/> Set suspense dates for each required action.		
3.	Make an appointment with your Chief Nurse to discuss career plans and desire to apply for LTHET. (Chief Nurse will submit letter of recommendation directly to HRC.)		
4.	Submit Letter of Intent to Apply (Due NLT 20 Feb 2007)		
5.	Contact your AN Branch Career Manager. Discuss: <input type="checkbox"/> Career plans <input type="checkbox"/> Time on station <input type="checkbox"/> Eligibility for LTHET <input type="checkbox"/> Transcripts – (ensure they are on OMPF or on file in hard copy)		
6.	Complete and file any required waiver requests (Due NLT 17 Mar 2007)		
7.	Complete GRE. Have copies sent to Commander, HRC (Institution Code 5648, Nursing Code 0610); Northeastern and USUHS. (Official copies must reach AN Branch NLT 18 May 07, USUHS and NU NLT 18 May 2007)		
8.	Contact school(s) to request transcripts for any schools attended where transcripts are not currently on file/on OMPF. Have official copy sent directly to AN Branch. Transcripts must arrive at AN Branch NLT 18 May 2007.		
9.	Make an appointment with your Chief Nurse Anesthetist or Phase II Nursing Anesthesia Director. Take transcripts, GRE score, audiology examination results, ORB, personal goals and objectives and last 2 OERs with you to appointment. (Letter will be sent directly to AN Branch.)		
10.	Review OMPF. Fax any missing documents to HRC per the directions on the website. Recommend you complete this step early as it takes some time to have documents added to your OMPF.		
11.	Make appointment for updated DA photo		
12.	Update ORB.		
13.	Apply to Northeastern . (Application due at NU NLT 1 June 2007)		
14.	Apply to USUHS (optional). (Application due NLT 1 June 2007)		
15.	Mail the following application documents to AN Branch. (Commander, HRC; AHRC-OPH-AN (ATTN: Education Officer); 200 Stovall Street, Alexandria, VA 22332-0417 <input type="checkbox"/> Completed Checklist (Signed by Hospital Educator/Chief Nurse) <input type="checkbox"/> DA 3838 <input type="checkbox"/> LTHET application <input type="checkbox"/> Statement of goals and objectives <input type="checkbox"/> Curriculum Vitae <input type="checkbox"/> Height/Weight/APFT statement <input type="checkbox"/> Audiometric examination results <input type="checkbox"/> Critical care competency checklist (only needed if you have ICU experience but are not a critical care nurse) <input type="checkbox"/> Documentation complete ILE (if applicable)		

I have reviewed this applicant's LTHET packet to ensure it is accurate and complete.

Printed Name, Rank, Title/Signature of Reviewing Officer (DATE)

Appendix E

Baylor Healthcare Administration Checklist

Step	Action Required	Suspense	Date Completed
1.	Meet with your Head Nurse/OIC to discuss your career plans, desire to apply for LTHET and plans to meet with Chief Nurse and Hospital Education.		
2.	Meet with your Hospital Education Officer. Discuss: <input type="checkbox"/> Career status <input type="checkbox"/> Any waivers required <input type="checkbox"/> Time in Service <input type="checkbox"/> DA photo <input type="checkbox"/> ADSO <input type="checkbox"/> Review OMPF <input type="checkbox"/> Promotion status <input type="checkbox"/> GREs <input type="checkbox"/> Military education <input type="checkbox"/> Applications to NU/USUHS <input type="checkbox"/> Physical fitness <input type="checkbox"/> Set suspense dates for each required action.		
3	Submit Letter of Intent to Apply (Due NLT 20 Feb 07)		
4.	Make an appointment with your Chief Nurse to discuss career plans and desire to apply for LTHET. (Chief Nurse will submit letter of recommendation directly to HRC.)		
5.	Contact your AN Branch Career Manager. Discuss: <input type="checkbox"/> Career plans <input type="checkbox"/> Time on station <input type="checkbox"/> Eligibility for LTHET <input type="checkbox"/> Transcripts – (ensure they are on OMPF or on file in hard copy)		
6.	Complete and file any required waiver requests (Due NLT 17 Mar 2007)		
7.	Complete GRE. Have copies sent to Commander, HRC (Institution Code 5648, Nursing Code 0610); Baylor (Official copies must reach AN Branch NLT 18 May 2007.)		
8.	Contact school(s) to request transcripts for any schools attended where transcripts are not currently on file/on OMPF. Have official copy sent directly to AN Branch. Transcripts must arrive at AN Branch NLT 18 May 2007.		
9.	Contact Baylor Program for Admission Assessment. (Review must be done NLT 1 Jul 2007)		
10.	Review OMPF. Fax any missing documents to HRC per the directions on the website. Recommend you complete this step early as it takes some time to have documents added to your OMPF.		
11.	Make appointment for updated DA photo. (if required)		
12.	Update ORB.		
13.	Mail the following application documents to AN Branch. (Commander, HRC; AHRC-OPH-AN (ATTN: Education Officer); 200 Stovall Street, Alexandria, VA 22332-0417 (Due 18 May 2007) <input type="checkbox"/> Completed Checklist (Signed by Hospital Educator/Chief Nurse) <input type="checkbox"/> DA 3838 <input type="checkbox"/> LTHET application <input type="checkbox"/> Statement of goals and objectives <input type="checkbox"/> Curriculum Vitae <input type="checkbox"/> Height/Weight/APFT statement <input type="checkbox"/> Documentation complete CGSC/ILE (if applicable)		

I have reviewed this applicant's LTHET packet to ensure it is accurate and complete.

Printed Name, Rank, Title/Signature of Reviewing Officer

(Date)

Appendix F

Family Nurse Practitioner Checklist

Step	Action Required	Suspense	Date Completed
1.	Meet with your Head Nurse/OIC to discuss your career plans, desire to apply for LTHET and plans to meet with Chief Nurse and Hospital Education.		
2.	Meet with your Hospital Education Officer. Discuss: <ul style="list-style-type: none"> <input type="checkbox"/> Career status <input type="checkbox"/> Time in Service <input type="checkbox"/> ADSO <input type="checkbox"/> Promotion status <input type="checkbox"/> Military education <input type="checkbox"/> Physical fitness <input type="checkbox"/> Any waivers required <input type="checkbox"/> DA photo <input type="checkbox"/> Review OMPF <input type="checkbox"/> GREs <input type="checkbox"/> Application to USUHS <input type="checkbox"/> Set suspense dates for each required action. 		
3.	Make an appointment with your Chief Nurse to discuss career plans and desire to apply for LTHET. (Chief Nurse will submit letter of recommendation directly to HRC.)		
4.	Submit Letter of Intent to Apply (Due NLT 20 Feb 2007)		
6.	Contact your AN Branch Career Manager. Discuss: <ul style="list-style-type: none"> <input type="checkbox"/> Career plans <input type="checkbox"/> Time on station <input type="checkbox"/> Eligibility for LTHET <input type="checkbox"/> Transcripts – (ensure they are on OMPF or on file in hard copy) 		
7.	Complete and file any required waiver requests (Due NLT 17 Feb 2007)		
8.	Complete GRE. Have copies sent to Commander, HRC (Institution Code 5648, Nursing Code 0610); and USUHS. (Official copies must reach AN Branch NLT 18 May 2007.)		
9.	Contact school(s) to request transcripts for any schools attended where transcripts are not currently on file/on OMPF. Have official copy sent directly to AN Branch. Transcripts must arrive at AN Branch NLT 18 May 2007.		
10.	Apply to USUHS Family Nurse Practitioner program. (Application due 1May07)		
11.	Make appointment for updated DA photo.		
12.	Update ORB.		
13.	Review OMPF. Fax any missing documents to HRC per the directions on the website. Recommend you complete this step early as it takes some time to have documents added to your OMPF.		
14.	Mail the following application documents to AN Branch. (Commander, HRC; AHRC-OPH-AN (ATTN: Education Officer); 200 Stovall Street, Alexandria, VA 22332-0417 (Due NLT 19 May 2007) <ul style="list-style-type: none"> <input type="checkbox"/> Completed Checklist (Signed by Hospital Educator/Chief Nurse) <input type="checkbox"/> DA 3838 <input type="checkbox"/> LTHET application <input type="checkbox"/> Statement of goals and objectives <input type="checkbox"/> Curriculum Vitae <input type="checkbox"/> Height/Weight/APFT statement <input type="checkbox"/> Documentation complete CGSC/ILE (if applicable) 		

I have reviewed this applicant's LTHET packet to ensure it is accurate and complete.

Printed Name, Rank, Title/Signature of Reviewing Officer (Date)

Appendix G MSN Checklist

Step	Action Required	Suspense	Date Completed
1.	Meet with your Head Nurse/OIC to discuss your career plans, desire to apply for LTHET and plans to meet with Chief Nurse and Hospital Education.		
2.	Meet with your Hospital Education Officer. Discuss: <ul style="list-style-type: none"> <input type="checkbox"/> Career status <input type="checkbox"/> Time in Service <input type="checkbox"/> ADSO <input type="checkbox"/> Promotion status <input type="checkbox"/> Military education <input type="checkbox"/> Physical fitness <input type="checkbox"/> Any waivers required <input type="checkbox"/> DA photo <input type="checkbox"/> Review OMPF <input type="checkbox"/> GREs <input type="checkbox"/> Program of study and applications to colleges/universities <input type="checkbox"/> Set suspense dates for each required action. 		
3.	Make an appointment with your Chief Nurse to discuss career plans and desire to apply for LTHET. (Chief Nurse will submit letter of recommendation directly to HRC.)		
4.	Submit Letter of Intent to Apply (Due NLT 20 Feb 2007)		
5.	Contact your AN Branch Career Manager. Discuss: <ul style="list-style-type: none"> <input type="checkbox"/> Career plans <input type="checkbox"/> Time on station <input type="checkbox"/> Eligibility for LTHET <input type="checkbox"/> Transcripts – (ensure they are on OMPF or on file in hard copy) 		
6.	Complete and file any required waiver requests (Due NLT 17 Mar 2007)		
7.	Complete GRE. Have copies sent to Commander, HRC (Institution Code 5648, Nursing Code 0610); potential schools you wish to apply to. (Official copies must reach AN Branch NLT 18 May 2007).		
8.	Contact school(s) to request transcripts for any schools attended where transcripts are not currently on file/on OMPF. Have official copy sent directly to AN Branch. Transcripts must arrive at AN Branch NLT 18 May 2007.		
9.	Review OMPF. Fax any missing documents to HRC per the directions on the website. Recommend you complete this step early as it takes some time to have documents added to your OMPF.		
10.	Make appointment for updated DA photo.		
11.	Update ORB.		
12.	Mail the following application documents to AN Branch. (Commander, HRC; AHRC-OPH-AN (ATTN: Education Officer); 200 Stovall Street, Alexandria, VA 22332-0417 (Due NLT 18 May 2007) <ul style="list-style-type: none"> <input type="checkbox"/> Completed Checklist (Signed by Hospital Educator/Chief Nurse) <input type="checkbox"/> DA 3838 <input type="checkbox"/> LTHET application <input type="checkbox"/> Statement of goals and objectives <input type="checkbox"/> Curriculum Vitae <input type="checkbox"/> Height/Weight/APFT statement <input type="checkbox"/> Documentation complete CGSC/ILE (if applicable) <input type="checkbox"/> List of Colleges/Universities 		

I have reviewed this applicant's LTHET packet to ensure it is accurate and complete.

Printed Name, Rank, Title/Signature (Date)

Appendix H

Perioperative Nursing Checklist

Step	Action Required	Suspense	Date Completed
1.	Meet with your Head Nurse/OIC to discuss your career plans, desire to apply for LTHET and plans to meet with Chief Nurse and Hospital Education.		
2.	Meet with your Hospital Education Officer. Discuss: <ul style="list-style-type: none"> <input type="checkbox"/> Career status <input type="checkbox"/> Time in Service <input type="checkbox"/> ADSO <input type="checkbox"/> Promotion status <input type="checkbox"/> Military education <input type="checkbox"/> Physical fitness <input type="checkbox"/> Any waivers required <input type="checkbox"/> DA photo <input type="checkbox"/> Review OMPF <input type="checkbox"/> GREs <input type="checkbox"/> Application to USUHS <input type="checkbox"/> Set suspense dates for each required action 		
3.	Make an appointment with your Chief Nurse to discuss career plans and desire to apply for LTHET. (Chief Nurse will submit letter of recommendation directly to HRC.)		
4.	Submit Letter of Intent to Apply (Due NLT 20 Feb 2007)		
5.	Contact your AN Branch Career Manager. Discuss: <ul style="list-style-type: none"> <input type="checkbox"/> Career plans <input type="checkbox"/> Time on station <input type="checkbox"/> Eligibility for LTHET <input type="checkbox"/> Transcripts – (ensure they are on OMPF or on file in hard copy) 		
6.	Complete and file any required waiver requests (Due NLT 17 Mar 2007)		
7.	Complete GRE. Have copies sent to Commander, HRC (Institution Code 5648, Nursing Code 0610); and USUHS. (Official copies must reach AN Branch NLT 18 May 2007).		
8.	Contact school(s) to request transcripts for any schools attended where transcripts are not currently on file/on OMPF. Have official copy sent directly to AN Branch. Transcripts must arrive at AN Branch NLT 18 May 2007.		
9.	Apply to USUHS Perioperative program (Applications due NLT 1 June 2007)		
10.	Make appointment for updated DA photo.		
11.	Update ORB.		
12.	Review OMPF. Fax any missing documents to HRC per the directions on the website. Recommend you complete this step early as it takes some time to have documents added to your OMPF.		
13.	Mail the following application documents to AN Branch. (Commander, HRC; AHRC-OPH-AN (ATTN: Education Officer); 200 Stovall Street, Alexandria, VA 22332-0417 (Due NLT 18 May 2007) <ul style="list-style-type: none"> <input type="checkbox"/> Completed Checklist (Signed by Hospital Educator/Chief Nurse) <input type="checkbox"/> DA 3838 <input type="checkbox"/> LTHET application <input type="checkbox"/> Statement of goals and objectives <input type="checkbox"/> Curriculum Vitae <input type="checkbox"/> Height/Weight/APFT statement <input type="checkbox"/> Documentation complete CGSC/ILE (if applicable) 		

I have reviewed this applicant's LTHET packet to ensure it is accurate and complete.

Printed Name, Rank, Title/Signature of Reviewing Officer (date)

Appendix I Ph.D. Checklist

Step	Action Required	Suspense	Date Completed
1.	Meet with your Head Nurse/OIC to discuss your career plans, desire to apply for LTHET and plans to meet with Chief Nurse and Hospital Education.		
2.	Meet with your Hospital Education Officer. Discuss: <ul style="list-style-type: none"> <input type="checkbox"/> Career status <input type="checkbox"/> Time in Service <input type="checkbox"/> ADSO <input type="checkbox"/> Promotion status <input type="checkbox"/> Military education <input type="checkbox"/> Physical fitness <input type="checkbox"/> Any waivers required <input type="checkbox"/> DA photo <input type="checkbox"/> Review OMPF <input type="checkbox"/> GREs <input type="checkbox"/> Application(s) to USUHS/other colleges/universities <input type="checkbox"/> Set suspense dates for each required action 		
3.	Make an appointment with your Chief Nurse to discuss career plans and desire to apply for LTHET. (Chief Nurse will submit letter of recommendation directly to HRC.)		
4.	Submit Letter of Intent to Apply (Due NLT 20 Feb 2007)		
5.	Contact your AN Branch Career Manager. Discuss: <ul style="list-style-type: none"> <input type="checkbox"/> Career plans <input type="checkbox"/> Time on station <input type="checkbox"/> Eligibility for LTHET <input type="checkbox"/> Transcripts – (ensure they are on OMPF or on file in hard copy) 		
6.	Complete and file any required waiver requests (Due NLT 17 Mar 2007)		
7.	Complete GRE. Have copies sent to Commander, HRC (Institution Code 5648, Nursing Code 0610); any schools you are applying to and USUHS (optional) (Official copies must reach AN Branch NLT 18 May 2007).		
8.	Contact school(s) to request transcripts for any schools attended where transcripts are not currently on file/on OMPF. Have official copy sent directly to AN Branch. Transcripts must arrive at AN Branch NLT 18 May 07.		
9.	Make an appointment with your region's nursing research consultant or a director of a nurse anesthesia program to discuss career plans and desire to apply for LTHET. (Letter of recommendation will be submitted directly to HRC.)		
10.	Review OMPF. Fax any missing documents to HRC per the directions on the website. Recommend you complete this step early as it takes some time to have documents added to your OMPF.		
11.	Make appointment for updated DA photo.		
12.	Update ORB.		
13.	Apply to USUHS (optional). (Applications due NLT 1 MAY 07)		
14.	Mail the following application documents to AN Branch. (Commander, HRC; AHRC-OPH-AN (ATTN: Education Officer); 200 Stovall Street, Alexandria, VA 22332-0417 (Due NLT 18 May 2007) <ul style="list-style-type: none"> <input type="checkbox"/> Completed Checklist (Signed by Hospital Educator/Chief Nurse) <input type="checkbox"/> DA 3838 <input type="checkbox"/> LTHET application <input type="checkbox"/> Statement of goals and objectives <input type="checkbox"/> Curriculum Vitae <input type="checkbox"/> Height/Weight/APFT statement <input type="checkbox"/> Writing Sample <input type="checkbox"/> Documentation complete CGSC/ILE (if applicable) <input type="checkbox"/> List of Colleges/Universities 		

I have reviewed this applicant's LTHET packet to ensure it is accurate and complete.

Printed Name, Rank, Title/Signature of Reviewing Officer (Date)

Appendix J
Instructions for Completing DA Form 3838, Application for Professional Training

To: Commander, Human Resources Command
AHRC-OPH-AN, Room 9N47
200 Stovall Street
Alexandria, VA 22332-0417

From: Commander
Use your local unit address

Block 1: If FNP or Perioperative, check “Federal Facility” then “Other”
If Anesthesia, check “Federal Facility” then “AMEDD”
If Baylor, check “Federal Facility” then “AMEDD”
If Ph.D. or MSN at a civilian institution, check “Civilian Institution”
If Ph.D. at USUHS, check “Federal Facility” then “Other”

Block 2: Check “Long Course” then “Degree”

Block 3: Last Name, First Name, Middle Initial

Block 4: Your current grade.

Block 5: Your primary AOC

Block 6: AN

Block 7: Your SSN

Block 8: Type Secret, Top Secret, etc. as applicable.

Block 9: Type in your local unit address again (should be the same as the “From” block)

Block 10: Type your unit’s Unit Identification Code (your personnel shop will know this)

Block 11: List your current duty title

Block 12: List your office and home phone numbers

Block 13: List your first choice in intended area of study (i.e., anesthesia, perioperative CNS, critical care CNS). Do not attach a copy of the college brochure

Block 14: Type LTHET

Block 15: Type “Fall 2008”

Block 16: If FNP or Perioperative, type June 2010

If Anesthesia, type December 2010

If Baylor, check June 2010

If Ph.D., leave blank

If MSN at civilian institution, type Spring 2010

Block 18: Check appropriate category of service (If not RA, must submit waiver request)

Block 19: Check any/all appropriate blocks as applicable or check “None”

Block 20: Leave blank

Block 21: Leave blank

Block 22: Leave blank

Block 23: Leave blank

Block 24: Leave blank

Block 25: Leave blank

Block 26: Leave blank

Block 27: Leave blank

Block 28: Day, month, year

Block 29: List number of months active federal service (you can find this on your ORB)

Block 30: List dates of active federal service

Appendix J
Instructions for Completing DA Form 3838, Application for Professional Training

- Block 31:** Type AN
- Block 32:** Check applicable box
- Block 33:** List state of legal residence
- Block 34:** Leave blank
- Block 35:** Check No
- Block 36:** Check No
- Block 37:** Check No
- Block 38:** Check No
- Block 39:** Check No
- Block 40:** Check No
- Block 41:** For Master's programs, list school and address where you attained your BSN
For Ph.D. programs, list school and address where you attained your master's degree
- Block 42:** List BSN, MSN, or appropriate master's degree type
- Block 43:** For Master's programs, type Nursing
For Ph.D. programs, list master's major
- Block 44:** List date graduated from BSN/master's program as applicable
- Block 45:** Leave blank
- Block 46:** Leave blank
- Block 47:** Leave blank
- Block 48:** Leave blank
- Block 49:** Leave blank
- Block 50:** Leave blank
- Block 51:** Leave blank
- Block 52:** Leave blank
- Block 53:** Leave blank
- Block 54:** Leave blank
- Block 55:** READ CAREFULLY: Check applicable boxes at bottom. If you are already RA check "Not Applicable" in the Regular Army Application block (Most applicants will check "Not Applicable") and "Not Applicable" in the Indefinite Service block.
- Block 56:** READ CAREFULLY.
- Block 57:** Sign
- Block 58:** Chief Nurse checks "I recommend approval" or "I do not recommend approval"
- Block 59:** Chief Nurse dates
- Block 60:** Type in Name, Grade, Branch and Title of Chief Nurse
- Block 61:** Chief Nurse signs

Appendix K ('07)
Application for Long Term Health Education and Training

Name:

Last, First, Middle Initial

SSN:

P3 Profile:

Mandatory Retirement Date:

Yes NO

1. Current Mailing Address (if different from your ORB):

Street

City

State

Zip

2. Please indicate the clinical track to which you are applying:

☐ Anesthesia (Identify program preference.) Remember you must apply to the US Army Graduate Program in Anesthesia Nursing at the AMEDD C&S even if your first choice is the Uniformed Services University of the Health Sciences.

☐ Northeastern University-USAGPAN (AMEDD C&S)

☐ Uniformed Services University of the Health Sciences (Bethesda, MD)

(List, in order of preference, any other programs you wish to be considered for)

☐ Master of Science in Nursing (Will use preference list from letter of intent to apply)

☐ Family Nurse Practitioner (List, in order of preference, any other programs you wish to be considered for)

☐ Perioperative CNS (List, in order of preference, any other programs you wish to be considered for)

☐ Army-Baylor Health and Business Administration (List, in order of preference, any other programs you wish to be considered for)

☐ Ph.D. in Nursing (Identify program preference)

☐ Uniformed Services University of the Health Sciences (Bethesda, MD)

☐ Civilian Ph.D. program

☐ Ph.D. in Sciences (CRNAs only) (Identify program preference)

☐ Uniformed Services University of the Health Sciences (Bethesda, MD)

☐ Civilian Ph.D. program

Appendix K ('07)
Application for Long Term Health Education and Training

Name:

Last, First, Middle Initial

3. List all colleges and universities attended (attach separate sheet if necessary). Ensure transcripts are on file at AN Branch for each school attended. Even if you only took one class at a university or college, official transcripts must be on file at AN Branch. AN Branch will not consider grades from universities listed on other transcripts.

Name of College/University	Degree Awarded	Transcripts on File at AN Branch?
		<input type="checkbox"/> Yes <input type="checkbox"/> No
		<input type="checkbox"/> Yes <input type="checkbox"/> No
		<input type="checkbox"/> Yes <input type="checkbox"/> No
		<input type="checkbox"/> Yes <input type="checkbox"/> No
		<input type="checkbox"/> Yes <input type="checkbox"/> No
		<input type="checkbox"/> Yes <input type="checkbox"/> No
		<input type="checkbox"/> Yes <input type="checkbox"/> No
		<input type="checkbox"/> Yes <input type="checkbox"/> No
		<input type="checkbox"/> Yes <input type="checkbox"/> No
		<input type="checkbox"/> Yes <input type="checkbox"/> No

4. List all courses in progress or planned prior to school enrollment (use separate page if necessary):

Term	Year	Course Title	Name and Location of School

Appendix K ('07)
Application for Long Term Health Education and Training

5. If you have applied for LTHET in prior years, please list the dates you applied and requested program of study: (This information is for administrative purposes only to assist in processing your application and will not influence the decision of the board.)

Date	Requested Program of Study	Were You Accepted for LTHET?

6. Indicate the date you took (or will take) the GRE and list scores if available:

Date	Verbal Score	Quantitative Score	Analytical or Writing Score

7. If you are currently deployed or know you are going to deploy, please indicate the unit you are deployed with and the month and year you deployed/will deploy. (This data is for administrative purposes only to assist in processing your application and will not influence the decision of the board.)

Deployment Date	Unit

Appendix L
Sample Format for Statement of Goals and Objectives

Page Intentionally Left Blank

Appropriate Letterhead

OFFICE SYMBOL

DATE

MEMORANDUM FOR Chief, Army Nurse Corps Branch, Human Resources Command,
AHRC-OPH-AN, 200 Stovall Street, Room 9N47, Alexandria, VA 22332-0417

SUBJECT: Statement of Professional Goals and Objectives for Name, SSN

1. Reference AR 25-50, Preparing and Managing Correspondence to format your memorandum correctly. Limit the memorandum to one page in length with a font size no smaller than 11 point. A good way to start the first paragraph is “I request selection for Long Term Health Education and Training to obtain a Master’s Degree in _____. My second choice is _____.”
2. Use the second paragraph to identify your strengths as an officer and nurse. What makes you the ideal candidate for attendance in Long Term Health Education and Training? Do not repeat data that can already be found in your OMPF, CV or ORB.
3. Address any issues that the board may see in paragraph three. For example, if your undergraduate GPA is low, what graduate work have you done to demonstrate that you can manage a master’s program? If you withdrew from the anesthesia program, why are you now ready for a master’s program.
4. Address your short and long term goals in the fourth paragraph. What are your plans/desires immediately after graduation? What do you see yourself doing in five to ten years? How will you use your degree in reaching these goals? Be realistic and honest. For example, your goal to become the Chief, Army Nurse Corps may be honest but not necessarily realistic.

YOUR SIGNATURE BLOCK

RANK, AN

Your Title

Appendix M ('07)
Chief Nurse Letter of Recommendation

Name:

Last, First, Middle Initial

SSN:

Requested Program of Study:

The above named individual is requesting that you serve as a reference for his/her application to the Army Nurse Corps Long Term Health Education and Training Program. To assist the board in evaluating his/her application, please complete this form and return it directly to AN Branch at the address noted at the end of the form no later than **18 MAY 2007**. All completed forms will be treated confidentially.

Please rank the applicant on the following:

	Exceptional	Above Average	Average	Below Average	No Information
Promotion Potential					
Professional Knowledge					
Desire, Will, Initiative, Discipline					
Emotional Maturity					
Critical Thinking Ability					
Skill with People, Coaching/Teaching					
Capacity for Independent Work					
Writing Ability					
Ability to Communicate Orally					
Intellectual Ability					
Leadership Ability					
Motivation to Complete Work					
Analytic Ability					
Potential for Success in Long Term Health Education and Training					
Potential for Career Success in AMEDD					

How would you rate the applicant on the following scale?

	Not recommended for long term health education and training
	Recommend for long term health education and training if space available
	Highly recommend for long term health education and training

Appendix M ('07)
Chief Nurse Letter of Recommendation

Name:

Last, First, Middle Initial

SSN:

Requested Program of Study:

Please use this space to provide any comments you think would assist the board in evaluating the candidate's application to long term health education and training.

(Signature)_____ DATE: _____

Name:

Rank/Branch:

Title:

Return this form and your comments to: Commander, Human Resources Command
AHRC-OPH-AN (ATTN: Education Officer)
Room 9N47
200 Stovall Street
Alexandria, VA 22332-0417

OR:

Fax to: 703-325-2392

OR:

Return a scanned copy or an electronically signed copy to: kevin.galloway@us.army.mil

Appendix N
Sample Format for Curriculum Vitae

NAME:

SSN:

CURRENT ADDRESS:

PHONE:

STATE LICENSURE: State, Year

AREA OF CLINICAL SPECIALTY: (AOC for military applicants)

GRADE: (Military applicants only)

CIVILIAN EDUCATION:

School	Location	Degree/Certificate	Year
--------	----------	--------------------	------

MILITARY EDUCATION:

Course	Location	Year
--------	----------	------

CERTIFICATION:

Certification	Year
---------------	------

WORK EXPERIENCE: (Military and Civilian)

Position	Area of Specialty/Unit	Location	Dates
----------	------------------------	----------	-------

TEACHING APPOINTMENTS:

Academic Rank	Course Title	Institution	Dates
---------------	--------------	-------------	-------

CONSULTANT EXPERIENCE:

Title	Topic	Location	Dates
-------	-------	----------	-------

AFFILIATIONS AND PROFESSIONAL ORGANIZATION MEMBERSHIP:

Organization Name	Position	Year
-------------------	----------	------

DECORATIONS AND AWARDS: (Military and Civilian)

List Awards (Mil and Civ)

PUBLICATIONS:

Author, Title, Journal or Publisher, Year

PRESENTATIONS:

Title	Organization	Location	Year
-------	--------------	----------	------

Appendix O ('07)
Height/Weight/APFT Statement

Name:

SSN:

1. Height: inches

2. Weight: pounds

3. Officer meets screening table height/weight requirements IAW AR 600-9:

☐ Yes

☐ No

4. Officer is in compliance with maximum allowable body fat standards IAW AR 600-9:

☐ Yes

☐ No

☐ Not Applicable, applicant meets table height/weight screening requirements

5. Date last APFT:

☐ Pass

☐ Fail

I validate that the information listed above is accurate and complete.

Signature

Rank/Branch

Title

Date

Appendix P
List of Colleges and/or Universities

Name:

Last, First, Middle Initial

SSN:

List at least three colleges/university to which you are both eligible and interested in applying to for the 2008 academic year. Use the guidelines outlined on page 13 when choosing colleges and universities. If you are applying for Nursing Education or Nursing Informatics as your primary program of choice, list at least one college or university that offers a clinical masters degree in your field of expertise (i.e., if you are a 66H8A, list at least one program that offers a critical care CNS program; if you are a 66H, list at least one program that offers a medical-surgical CNS program). If you are a 66G and requesting the Midwifery program, list at least one college or university that offers a women's health CNS program.

Name of College/University	Location (City, State)	Program(s) of Study Available	Tuition Rate	Are You Eligible for In- State Tuition?
				<input type="checkbox"/> Yes <input type="checkbox"/> No
				<input type="checkbox"/> Yes <input type="checkbox"/> No
				<input type="checkbox"/> Yes <input type="checkbox"/> No
				<input type="checkbox"/> Yes <input type="checkbox"/> No
				<input type="checkbox"/> Yes <input type="checkbox"/> No
				<input type="checkbox"/> Yes <input type="checkbox"/> No

Appendix Q ('07)
Chief, Nursing Anesthesia Letter of Recommendation

Name:

Last, First, Middle Initial

SSN:

Requested Program of Study:

The above named individual is requesting that you serve as a reference for his/her application to the Army Nurse Corps Long Term Health Education and Training Program. To assist the board in evaluating his/her application, please complete this form and return it directly to AN Branch at the address noted at the end of the form no later than **18 MAY 2007**. All completed forms will be treated confidentially.

Please rank the applicant on the following:

	Exceptional	Above Average	Average	Below Average	No Information
Professional Knowledge					
Desire, Will, Initiative, Discipline					
Clinical Preparation for Anesthesia Nursing Program					
Academic Preparation for Anesthesia Nursing Program					
Potential for Success In Anesthesia Nursing Program					
Ability to Prepare for Graduate Study					
Understanding of Utilization to Include Deployability and ADSO					

How would you rate the applicant on the following scale?

	Not recommended for anesthesia nursing program
	Recommend for anesthesia nursing program if space available
	Highly recommend for anesthesia nursing program

Appendix Q ('07)
Chief, Nursing Anesthesia Letter of Recommendation

Name:

Last, First, Middle Initial

SSN:

Requested Program of Study:

Please use this space to provide any comments you think would assist the board in evaluating the candidate's application to long term health education and training.

(Signature)_____ (DATE)_____

Name:

Rank/Branch:

Title:

Return this form and your comments to: Commander, Human Resources Command

AHRC-OPH-AN (ATTN: Education Officer)

Room 9N47

200 Stovall Street

Alexandria, VA 22332-0417

OR:

Fax to: 703-325-2392

OR:

Return a scanned copy or an electronically signed copy to: kevin.galloway@us.army.mil

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Appendix R
Nursing Research Consultant Letter of Recommendation

Name:

Last, First, Middle Initial

SSN:

Requested Program of Study:

The above named individual is requesting that you serve as a reference for his/her application to the Army Nurse Corps Long Term Health Education and Training Program. To assist the board in evaluating his/her application, please complete this form and return it directly to AN Branch at the address noted at the end of the form no later than **18 MAY 2007**. All completed forms will be treated confidentially.

Please rank the applicant on the following:

	Exceptional	Above Average	Average	Below Average	No Information
Evidence of scholarly activities (e.g., presentations, certifications, activities in professional organizations)					
Academic preparation for doctoral studies (e.g., undergraduate and graduate grades, graduate record examination scores)					
Potential for success in a doctoral program (e.g., participation in research activities, publications)					
Potential to complete a doctoral program in three years (e.g., clear idea of topic of study, clear idea of research methods that will support completing program in allowable time)					
Understanding of possible research utilization tours following schooling.					

How would you rate the applicant on the following scale?

	Not recommended for PhD program
	Recommend for doctoral studies
	Highly recommend for doctoral studies

Appendix R
Nursing Research Consultant Letter of Recommendation

Name:

Last, First, Middle Initial

SSN:

Requested Program of Study:

Please use this space to provide any comments you think would assist the board in evaluating the candidate's application to long term health education and training.

(signature) _____ (DATE) _____

Name:

Rank/Branch:

Title:

Return this form and your comments to: Commander, Human Resources Command
AHRC-OPH-AN (ATTN: Education Officer)
Room 9N47
200 Stovall Street
Alexandria, VA 22332-0417

OR:

Fax to: 703-325-2392

OR:

Return a scanned copy or an electronically signed copy to: kevin.galloway@us.army.mil

Appendix S

Nursing Research Consultants

North Atlantic Regional Medical Command and European Regional Medical Command
COL Richard Ricciardi
Chief Nursing Research Service
Walter Reed Army Medical Center
PO Box 59645
Walter Reed Station
Washington, D.C. 20012
Phone: DSN 662-7025 Comm 202-782-7025
Fax: 202-782-5058
E-mail: richard.ricciardi@us.army.mil

Southeast Regional Medical Command
LTC Teresa Hendrix
Chief Nursing Research Services
Dwight David Eisenhower Army Medical Center
ATTN: Nursing Research, LTC Teresa Hendrix
300 Hospital Road
Fort Gordon, GA 30905
DSN 773-1480 / Comm 706-787-3835/Fax 706-787-2843
e-mail: teresa.hendrix@us.army.mil

Western Regional Medical Command
Dr. Lori Loan
Chief, Nursing Research Service
Madigan Army Medical Center
ATTN: MCHJ-CN-NR
Tacoma, WA 98431-1100
DSN 782-2289 / Comm 253-968-2289
E-mail: lori.loan@amedd.army.mil

Great Plains Regional Medical Command
LTC(P) Jeffrey Ashley
Chief, Nursing Research
Brooke Army Medical Center
MCHE-DN
Department of Nursing
3851 Roger Brooke Drive
Ft Sam Houston, TX 78234-6200
DSN 429-1891 / Comm 210-916-1891
E-mail: jeffrey.ashley@amedd.army.mil

Appendix S

Nursing Research Consultants

Pacific Regional Medical Command
LTC Debra Mark
Chief, Nursing Research Service
Department of Nursing, MCHK-DN
Tripler Army Medical Center
1 Jarrett White Road
Honolulu, HI 96859-5000
808-433-2753 (Work)
808-433-3567 (Fax)
E-mail: debra.mark@haw.tamc.amedd.army.mil

Director, Nurse Anesthesia Program
The Uniformed Services University of the Health Sciences
LTC Bruce Schoneboom, Director, Nurse Anesthesia Program
or
Lt Col Hartgerink
Graduate School of Nursing
Room A1026
4301 Jones Bridge Road
Bethesda, MD 20814
(301) 295-1180
E-mail: bschoneboom@usuhs.mil

Director, Nurse Anesthesia Program
U.S. Army Graduate Program in Anesthesia Nursing
LTC Thomas Ceremuga
Academy of Health Sciences
2250 Stanley Road Suite 214
Ft. Sam Houston, TX 78234-6150
Phone: COM: (210) 221-6610 DSN: 471-6610
Fax: COM: (210) 221-8114
E-mail: thomas.ceremuga@amedd.army.mil